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Bldg & Gr 3-1
(General)

Mr. H. A. Abersfeller
Regional Administrator
Region No. 3
General Services Administration
Washington 25, D. C.

Dear Mr. Abersfeller:

Recently we were pleased to commend the General Services Administration for expediting snow removal at Langley, which enabled us to minimize loss of employee effectiveness due to road conditions.

Unfortunately, this same standard of excellence does not extend to GSA support in providing cleaning services in our Headquarters building at Langley. Typical of conditions prevailing in the building are:

- a. Uncleaned office floors, hallways, restrooms, and windows.
- b. Rooms which have not been mopped and waxed for periods of 6 months. (Apparently, only the main corridors on the first floor are swept or mopped daily.)
- c. Empty soap dispensers and overflowing used-towel receptacles in restrooms.
- d. Dust conditions that endanger reliable operation and normal life of sensitive office equipment.

It appears that too few building maintenance personnel are assigned to Langley to assure GSA's standard of building maintenance. If your investigation confirms a shortage of necessary personnel, you are requested to provide the required additional personnel at the earliest practicable time.

Sincerely,

[Signature Box]

James A. Garrison
Director of Logistics

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Mr. H. A. Abersfeller, Regional Administrator, GSA, Washington 25, D. C.

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